

Job Code

Approved/Adopted Date

4350

06/24/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **MAINTENANCE CARPENTER**

DEFINITION

Under general supervision, to perform skilled carpentry duties in the construction and maintenance of buildings, offices and office furniture by using related work as required.

REPORTS TO: Building Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Services Supervisor.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Construct and build desks, tables, bookcase, cabinets and credenzas, shelves, counters and closets; install Formica surfacing on finished pieces.
- Repair, install and maintain doors, floors, windows partitions and roofs.
- Build rough wooden structures such as concrete forms, fences, ladders and scaffolds and do sheeting and rough carpentry on sheds and other buildings.
- Assist in general maintenance activities including such things as fixing and replacing faucets, and stopping drains and toilet fixtures, and installing and maintaining light fixtures.
- Perform hand and bench work in a carpenter shop and operate planers, jointers, power saws, boring and mortising machines.
- Assist in supervision and training less experienced maintenance personnel.

QUALIFICATIONS

Knowledge of:

- Standard practices, processes, materials and tools of carpentry work.
- Occupational hazards and standard safety practices of the trade.

Ability to:

- Plan, lay out and perform difficult carpentry work.
- Work from sketches, blueprints or pictures.
- Understand and carry out oral and written instructions.
- Use and care for standard carpentry equipment including hand tools and power driven machinery.

- Assist in supervision and training of less experienced maintenance personnel.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion to twelfth grade.

Experience: Standard practices, processes, materials and tools of carpentry work.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Maintenance Carpenter

TO: Building Specialist